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ABSTRACT

This handbook was prepared for the officers and committee members of the ACRL (Association of College and Research Libraries) Bibliographic Instruction Section (BIS). Published annually, the handbook details the organizational structure of BIS, provides procedural information, and highlights section activities and resources. In addition, the handbook lists committee charges and membership rosters, including those of the executive, advisory, clearinghouse, communication, computer concerns, conference program planning, continuing education, education for bibliographic instruction, librarian award, nominating, planning, policy, preconference, and research committees. Four appendixes provide forms for committee volunteers, budget requests, requests for payment, and change of address. (Author/CGD)

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BIS HANDBOOK

AN ORGANIZATIONAL MANUAL & DIRECTORY

PREPARED FOR

OFFICERS AND COMMITTEE MEMBERS OF THE

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION

BY

THE ACRL BIS COMMUNICATION COMMITTEE

DECEMBER 1987

(with revisions)

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Betsy Wilson

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INTRODUCTION

In the 1870s assistance to the reader, what had come to be know as reference service, began to be recognized as a legitimate basic function of the library. Of course, librarians had always assisted readers, but organized reference work was unknown until the last quarter of the nineteenth century. The primary concern of librarians until then had been acquisitions, cataloging, classification, and circulation. Similarly, librarians have always helped users to make effective use of the resources and facilities of libraries, but it was not until the last quarter of the twentieth century that bibliographic instruction as a separate, distinct, and respectable function of librarians was recognized.

One hundred years after the concept that perhaps readers should receive personal assistance from a librarian began to surface in library literature, the ACRL Board of Directors, at their Midwinter Meeting in 1977, approved the establishment of a Bibliographic Instruction Section, and ACRL President Connie Dunlap appointed an ad-hoc steering committee "to set up the organizational framework, to arrange for an election in the Spring of 1978, and to plan the interim activities of the Section." While the immediate impetus for the Board's action was loud clamoring at the gates, reflected in part by a recommendation from the ACRL Task Force on Bibliographic Instruction, there had been steadily increasing evidence of the need for a formal ALA structure "to support quality higher education by promoting instruction in the access, evaluation, and utilization of information resources," as Article II of the BIS Bylaws states. Between the Midwinter Meeting and the Annual Conference in 1977, a set of Bylaws was written and a document was prepared outlining the present committee structure of five standing and three ad-hoc committees, along with charges to each.

In keeping with the goals of the Steering Committee to involve as many people as possible who were interested in bibliographic instruction, the two documents were distributed to and discussed by an audience of several hundred people at the 1977 Annual Conference. The members of the Steering Committee listened carefully, and much of what was suggested at that open hearing was incorporated into the bylaws and committee structure, which were approved at the 1978 Annual Conference, with the newly elected officers presiding. By the following year, the Section had 2,400 members, making it the third largest section in ACRL.

The five standing committees (Policy and Planning, Education for Bibliographic Instruction, Continuing Education, Research, and Cooperation) have in their four years of existence developed, or are in the process of developing, a directory of library instruction clearinghouses and an annual survey of their progress; a bibliographic instruction handbook; a set of checklists for a model library instruction program; a roster of doctoral dissertations dealing with bibliographic instruction; guidelines for compiling statistics

for bibliographic instruction; guidelines for evaluation of bibliographic programs; a survey of bibliographic instruction contact persons and committees within library and other professional organizations outside libraries; a survey of instruction course offerings in graduate library school programs and a model syllabus for a library school bibliographic instruction course.

The ad-hoc planning committees have provided or are in the process of providing, a preconference in 1979, "Tools, Techniques, and Tactics: Six Workshops;" a preconference in 1981, "Premises, Problems, Promises: Views and Approaches to Bibliographic Instruction;" a program at the 1978 Annual Conference "Politics of Library Instruction;" one in 1979, on "Grantsmanship for Bibliographic Instruction,"another in 1980 on "Learning Theory in Action: Applications in Bibliographic Instruction," and in 1981 a program entitled, "Will B.I. Survive the On-Line Age?" Planning committees for the 1982 Annual Conference Program and the 1983 Preconference have been appointed and are hard at work.

The ad-hoc nominating committees have given us the opportunity to elect six outstanding chairs: Sheila Laidlaw, 1978; Sharon Hogan, 1979; Sharon Rogers, 1980; Shelley Phipps, 1981; and Anne Roberts, 1982.

If I were not restricted in space, I would like to name the literally hundreds of devoted, hard-working people who have worked on all those committees; we are all indebted to them. In my case, the professional achievement of which I am proudest is chairing the original Ad-Hoc Steering Committee on Bibliographic Instruction. The Section which resulted from that committee's work is one in which we can all take pride.

Mimi Dudley
UCLA's College Library

Since 1981 when Mimi Dudley wrote the above introduction, the Bibliographic Instruction Section has continued to expand its activities and to make its presence felt within the profession. It is now the largest activities section in ACRL and has eighteen committees with nearly 100 members. These committees are currently engaged in supporting the wide range of programs and interests of the Section. A few highlights of recent years' activities have included: a thorough review of the Section's committees and the Newsletter; the awarding of the Miriam Dudley B.I. Librarian of the Year Award to outstanding librarians; creation of a list of proficiencies for instruction librarians; a survey of library school curricula related to bibliographic instruction; the revision of "ACRL Organizing and Managing a Library Instruction Program;" the creation of a Model Statement of Objectives

for Bibliographic Instruction; and a 10th anniversary celebration. Annual conference programs included: "Learning to Teach: Promoting Quality in Bibliographic Instruction" (1987); "A Critical Look Back as We Leap into the Future" (1986), "Educating the Users of Online Catalogs: Administrative Issues, Research Concerns, and Practical Applications" (1985): and, "Bibliographic Instruction: A Catalyst for Change" (1984). Leadership for the section has been provided by the following chairs: Barbara Wittkopf 1987-88; Betsy Baker 1986-87, Mary Reichel 1985-86, William Miller 1984-85, Maureen Pastine 1983-84.

Betsy Wilson, Chair
Communication Committee
December 1987

HOW TO GET INVOLVED IN THE BIBLIOGRAPHIC INSTRUCTION SECTION

If what you read in this manual interests you and you would like to participate in BIS activities, consider the following suggestions:

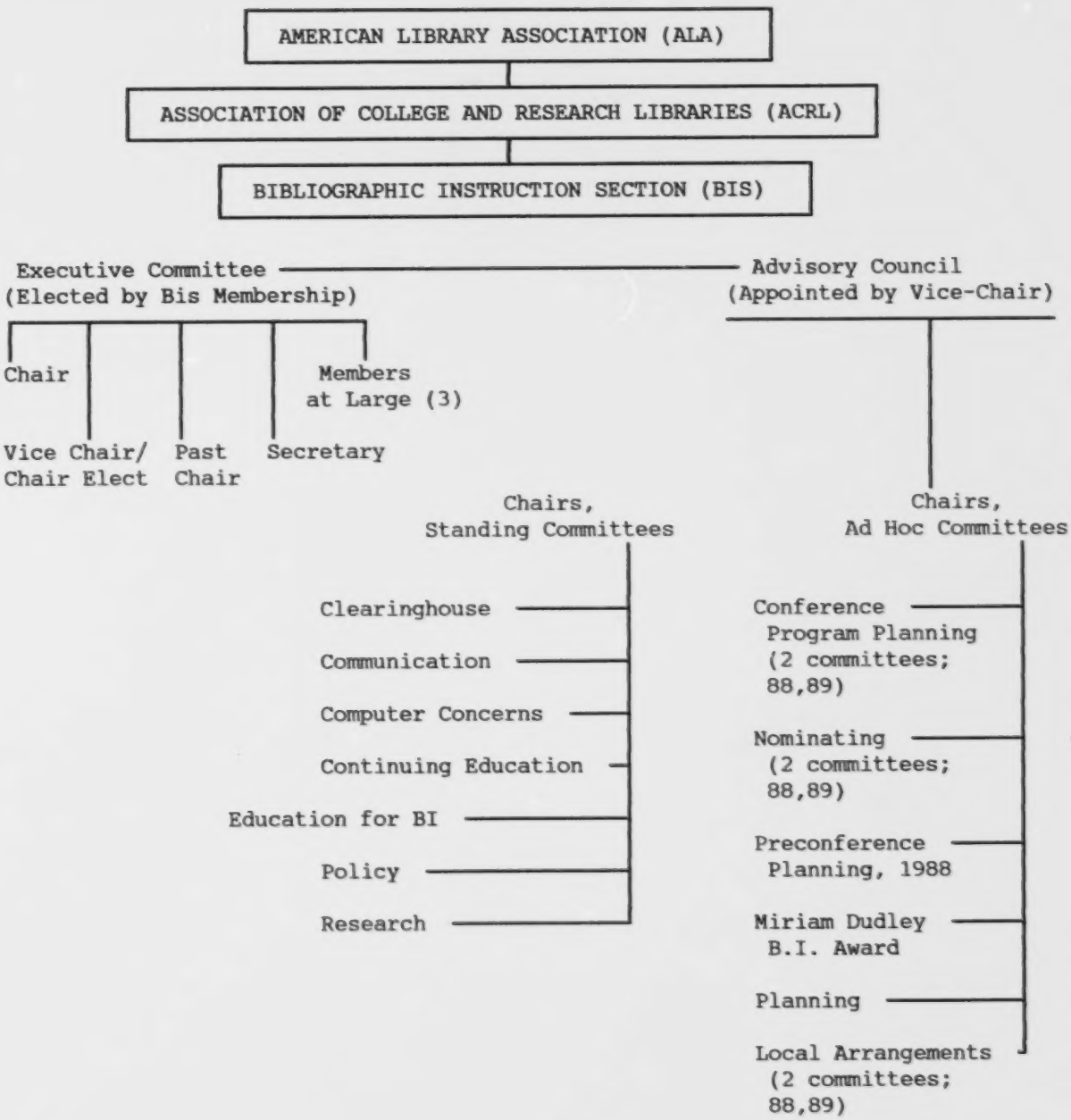
1. Talk to BIS Officers and committee members in order to learn more about the Section. You may also find it useful to read some of the various publications which BIS has produced over the years. Refer to the Introduction of this manual to identify specific publications.

2. Attend BIS meetings. During ALA Midwinter, each committee as well as the Advisory Council and the Executive Committee hold regular business meetings. These are all listed in the ALA Program. Visitors are welcome to attend any of these meetings. In addition to business meetings during the Annual Conference, BIS sponsors program meetings which focus on important issues in bibliographic instruction. Also, during the Annual and Midwinter Conference, orientation sessions are held to familiarize current and prospective committee members with the full range of BIS activities.

3. Express your interest. If you wish to be considered for inclusion on any committees in ACRL, you may send a letter of interest to ACRL headquarters. If you are particularly interested in a BIS committee, you may send a letter directly to the current Vice-Chair/Chair-elect of the Section; the Vice-Chair is responsible for committee appointments (Appendix A). It is helpful if you give a brief summary of your reasons for wishing to serve on a certain committee as well as your experience and qualifications pertinent to that committee. The new Intern position on BIS Committees has allowed the Section to involve even more members on an annual basis and is especially designed for those with less extensive previous experience on professional committees. Committee composition must reflect institutional and geographic balance among the membership.

BIBLIOGRAPHIC INSTRUCTION SECTION

ORGANIZATION CHART



THE STRUCTURE OF THE BIBLIOGRAPHIC INSTRUCTION SECTION

There are eighteen active committees that form the Bibliographic Instruction Section. Some of these are standing committees (s); others are ad hoc (a):

Advisory Council (s)
Executive Committee (s)
Clearinghouse Committee (s)
Communication Committee (s)
Computer Concerns Committee (s)
Conference Program Planning Committee, New Orleans, 1988, (a)
Conference Program Planning Committee, Dallas, 1989, (a)
Continuing Education (s)
Education for Bibliographic Instruction (s)
Local Arrangements San Antonio (a)
Local Arrangements New Orleans (a)
Miriam Dudley B.I. Librarian Award (a)
Nominating (1988 Elections) (a)
Nominating (1989 Elections) (a)
Planning (a)
Policy (s)
Pre-Conference Program (a)
Research (s)

Through the bylaws the Executive Committee has been given authority over the affairs of the Section. The officers of this committee are the only elected members of BIS. To aid in the election process, the Vice-Chair/Chair-Elect appoints a nominating committee. This committee is charged with drawing up a slate of candidates for the positions that are coming open. The entire BIS membership is sent the slate as part of the ALA election packet distributed each spring. The elected officers begin their term immediately after the Annual Conference.

Aside from the elected officers, all committee chairs and members are appointed. The committees of the Section may be authorized or discontinued by the BIS chair with the approval of the Executive Committee. The Vice-Chair/Chair-elect designates the chairs for each committee or may request that a committee elect its own chair.

It has been the general policy of the Section's past and present chairs to appoint members to committees who have not previously served on committees in the Section. This means that individuals whose terms are expiring are not automatically reappointed. The Bylaws limit appointments to a maximum of two terms. This Section policy has allowed for a steady influx of new members on the committees.

Committee members are appointed to one or two-year terms unless an unexpected vacancy needs to be filled for a shorter period of time. The BIS Committees' membership lists give the appointment spans for each of the members. Appointment terms are staggered to provide overlap and continuity.

In 1984-85 BIS began the practice of appointing one-year intern-ships to each committee. These internships, which are non-renewable, are intended to provide an opportunity for new members to become acquainted with the work of the Section.

When accepting an appointment to a BIS committee, it is understood that the appointee is committed to attend the committee meetings at both mid-winter and annual conferences. (See separate listing for required meetings.) It is not required that committee members attend all the other BIS committee meetings, but they are urged to attend the membership and program meeting of BIS during the annual conference. Also, the opening meeting of the Advisory Council and the BIS Orientation normally held at conferences provide members with an opportunity to share information and to become acquainted with the BIS structure.

The committee chairs are responsible for organizing and directing their committees. In addition, the chairs serve on the Advisory Council. This council consists of all the members of the Executive Committee and the chairs of the standing and ad hoc committees. It is during Advisory Council meetings that action items are brought up for consideration. The meetings also serve as an information exchange.

In review, the standing and ad hoc committee members are responsible to the chair of their committee. The chairs, in turn, are responsible to the Executive Committee. The Executive Committee is ultimately responsible to the ACRL Board of Directors.

THE BIBLIOGRAPHIC INSTRUCTION SECTION AND ACRL

The Association of College and Research Libraries (ACRL) is a Division of the American Library Association (ALA). Within ACRL there are thirteen sections. Ten sections are organized by type of activity and three are by type of library. The starred (*) sections are the ones by type of library.

Anthropology and Sociology Section (ANSS)
Art Section (ARTS)
Asian and African Section (AAS)
BIBLIOGRAPHIC INSTRUCTION SECTION (BIS)
*College Libraries Section (CLS)
*Community and Junior College Libraries Section (CJCLS)
Education and Behavioral Science (EBSS)
Law and Political Science Section (LPSS)
Rare Books and Manuscripts Section (RBMS)
Science and Technology Section (STS)
Slavic and East European Section (SEES)
*University Libraries Section (ULS)
Western European Specialists Section (WESS)

In 1981, in an effort to streamline the workings of the Board, the ACRL Board of Directors established what was then called the Type-of-Activities Section Council (now known as the Activities Section Council). Before the establishment of this Council, each of the ACRL Section chairs served on the ACRL Board of Directors. The Activities Section Council now consists of the chair and chair-elect from each of the type-of-activities sections.

The Activities Section Council nominates two members to serve as Directors-at-large on the ACRL board. These candidates are elected at large by the ACRL membership.

In addition to the Activities Sections Council, the ACRL Budget and Finance Committee also affects the operation of BIS. This committee is responsible for submitting a recommended budget to the ACRL Board of Directors. Each year, the Vice-Chair/Chair-Elect of BIS is responsible for submitting the section's budget to this committee. The ACRL committee reviews and discusses the budget requests received from all the ACRL sections. All requests are not automatically approved. Often, the Vice-Chair/Chair-Elect of BIS goes before the Budget and Finance Committee to defend budget requests.

Other ACRL committees have a less direct affect on BIS. For example, the official publications of ACRL and its sections are College and Research Libraries and College and Research Libraries News. Decisions made by the editorial boards of these publications may or may not affect BIS activities. Similarly, changes in the ACRL constitution and/or bylaws may result in major or minor changes in the operation of BIS. In general, BIS is influenced by the overall operation of ACRL and the section must operate within the organizational parameters. All publications of the Section must be approved by the ACRL Publications Committee (The BIS Newsletter was approved in 1984).

OTHER BIBLIOGRAPHIC INSTRUCTION COMMITTEES WITHIN ALA

The Bibliographic Instruction Section is not the only group within ALA involved with bibliographic instruction. Following is a list of ALA groups which focus on user education.

Instruction in the Use of Libraries (ALA standing committee)

"To review on a continuing basis activities within ALA on instruction in the use of libraries and to coordinate them with the activities of other agencies; to recommend activities to the appropriate units of ALA and to encourage their implementation; to coordinate these activities within the Association; to conduct studies or promote research of more than divisional concern; and to act as a clearinghouse for information on significant programs of instruction."

Library Instruction Round Table (LIRT)

A. The purpose of LIRT is to advocate library instruction as a means of developing competent library and information use for lifelong learning. LIRT membership represents all types of libraries committed to this goal.

B. Organizational Goals:

1. To increase awareness of library instruction as an essential service and to play an active role in the development of ALA policy promoting library instruction.

2. To help practitioners develop, improve, and promote library instruction by providing practical information, skills, and tools.

3. To broaden the base of membership involvement in the activities of LIRT by attracting active members from all types of libraries.

4. To provide opportunities in which librarians from all types of libraries can share ideas about library instruction.

5. To provide support for the establishment and growth of affiliate groups.

6. To develop and to recommend standards for training professionals involved with library instruction. (Taken from proposed charge revision, 1985.)

Education Task Force. Government Documents Round Table.

"To further the mission of GODORT by providing a forum for the discussion of issues concerning the education of users and potential users of government documents. To act as a conduit for information regarding education resources in using government documents to four audiences: 1. users and potential users of documents, 2. documents librarians, 3. librarians who do not work

directly or primarily with documents, 4. library school students and faculty. These education resources may take the following forms: print or non-print materials, bibliographies, guides, etc. To cooperate with other interested groups within GODORT and ALA on matters or projects of common concern which fall into the purview of this Task Force. To identify areas or programs for which publicity is appropriate and to suggest possible approaches at both the national and local levels."

Bibliographic Instruction for Educators. ACRL Education and Behavioral Sciences Section.

"To develop, and to state clearly, concepts of the special roles and problems of education librarians serving teacher education programs of library instruction (professional and juvenile) and instruction in searching the literature of education; to recommend to the EBSS Executive Committee possible actions for making, as education library specialists, distinctive contributions to the developing field of bibliographic instruction."

Instruction and Use Committee. ACRL Community and Junior College Libraries.

"Creates formal liaison with all other ALA units in corresponding activities; identifies and collects methods and programs of instruction and use; reports on the programs available a[illegible] the libraries and media centers willing to share experience in development and use; evaluates programs in instruction and use and disseminates finding; evaluates commercial aids for instruction and use and reports findings."

Professional Education Committee. Association of College and Research Libraries.

"To study and review needs of academic librarians for graduate and continuing education; to facilitate communication and cooperation between librarians and library educators; to encourage appropriate organizations and agencies to develop programs that are responsible to the needs of academic libraries; to oversee and coordinate continuing education activities within ACRL."

Education Committee. Library and Information Technology Association.

"To encourage educational programs (academic, continuing education, and staff development) relating to library and information technology through such means as identifying topics where there is a need for education or orientation, bringing to the attention of the library community the need for programs, offering assistance in planning programs, publishing information about educational needs and programs, and encouraging research on educational matters in technological subjects."

Library Media Skills Instruction. (ad hoc) American Association of School Librarians.

"To plan, develop and prepare for publication a K-12 library media skills curriculum to be integrated with classroom instruction."

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION

BYLAWS

Article I. Name

The name of this organization shall be the Bibliographic Instruction Section of the Association of College and Research Libraries, a division of the American Library Association.

Article II. Object

The object of this Section shall be to support quality higher education by promoting instruction in the access, evaluation, and utilization of information resources.

Article III. Membership

Any member of the Association of College and Research Libraries may select membership in this Section.

Article IV. Meetings

Sec. 1. The regular meeting of the Section shall be held at the time and place of the annual conference of the American Library Association. Special meetings may be called by the Chair with the approval of the Executive Committee. The Section may, with the approval of the Board of Directors of the Association of College and Research Libraries, hold closed meetings or joint meetings with other sections.

Sec. 2. Fifteen members of the Section shall constitute a quorum for the transaction of business.

Sec. 3. Meetings of the Section shall be conducted in accordance with Robert's Rules of Order and these Bylaws. The Chair of the Policy and Planning Committee shall act as parliamentarian for the Section.

Article V. Officers

The officers of the Section shall be a Chair, a Vice Chair/Chair-elect, the Immediate Past Chair, and a Secretary. The officers serve one-year terms.

Article VI. Executive Committee

Sec. 1. Composition. The Executive Committee shall consist of the officers and three Members-at-Large who shall serve three-year terms which shall overlap so as to provide continuity of policy.

Sec. 2. Meetings. Regular meetings of the Executive Committee shall be held at the time and place of the annual conference and midwinter meeting of the American Library Association. Special meetings may be called at the discretion of the Chair.

Sec. 3. Powers and Duties. The main function of the Executive Committee shall be to provide direction for the attainment of the object of the Section. The Executive Committee has authority over the affairs of the Section during the period between meetings of the Section, subject to review by the members at a meeting of the Section.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Executive Committee.

Article VII. Advisory Council

Sec. 1. Composition. The Advisory Council shall consist of the members of the Executive Committee plus the chairs of all standing and special committees of the Section.

Sec. 2. Meetings. The Advisory Council shall meet regularly at the time and place of the annual conference and midwinter meeting of the American Library Association. Whenever possible, the Advisory Council meeting shall be scheduled following the meetings of the standing and special committees of the Section. The Secretary of the Section shall take minutes at the Advisory Council meeting.

Sec. 3. Function. The purpose of the Advisory Council is to provide a forum for reporting, discussing, and coordinating the work of the Section's various standing and special committees.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Advisory Council. If the chair of a standing or special committee is unable to attend the Advisory Council meeting in person, he/she is responsible for sending a knowledgeable committee member to report on the activities of that committee.

Article VIII. Committees

Sec. 1. Authorization and discontinuance. Committees of the Section may be authorized or discontinued by the Chair with the approval of the Executive Committee.

Sec. 2. Standing Committees. Standing committees may be established to consider matters of the Section that require continuity of attention by the members. When such a committee is established, its function, name, and size shall be determined. Unless otherwise approved by the Executive Committee, members of standing committees shall be appointed for terms of two years and may be reappointed for a second but not a third consecutive term; in no case shall a person serve on a committee for more than four consecutive years. Appointments shall be made in such a manner as to provide continuity in membership.

Sec. 3. Special Committees. Special (ad hoc) committees may be established at any time for the performance of a particular assignment. No such committee may be continued beyond two years without review and reapproval by the Executive Committee.

Sec. 4. Appointments. The Vice Chair/Chair-elect shall appoint committee members to fill the vacancies due to occur during his/her term as chair. He/-she may request each committee to elect its own chair or may name the chair of each committee.

Sec. 5. Reporting. Committee chairs shall report to the Executive Committee at the Advisory Council meeting held at each annual conference and midwinter meeting of the American Library Association.

Article IX. Nominations and Elections

Sec. 1. Nominating Committee. The Vice-Chair/Chair-elect shall appoint a Nominating Committee of at least three personal members of Section, one of whom shall serve as chair of the committee. This committee shall prepare a slate of at least two nominees for each of the offices of Vice Chair/Chair-elect, Secretary, and Member-at-Large.

Sec. 2. Additional Nominations. Additional nominations may be made by petition signed by no fewer than twenty personal members of the Section and filed with the Executive Secretary of the Association of College and Research Libraries at least three months prior to the date on which ballots are to be mailed.

Sec. 3. Nominees. All nominees for office shall be personal members of the Section and shall have consented in writing to their candidacies.

Sec. 4. Elections. Elections shall be by mail vote. The candidate receiving the largest number of votes shall be elected.

Article X. Vacancies

A vacancy in the office of Chair shall be filled, for the remainder of the term, by the Vice Chair/Chair-elect. This succession shall not prevent a person who succeeds to the office of Chair because of a vacancy from serving his/her normal term as Chair the next year. If vacancies occur in the offices of Chair and Vice Chair/Chair-elect within the same term, the Executive Committee shall elect as Chair, for the remainder of the term, one of the members of the Executive Committee. Any or all of these vacancies shall be filled by election at the next regular election after the vacancies occur.

Article XI. Amendments

Sec. 1. Proposals for amending the bylaws may be made by any committee of the Section or by petition signed by twenty personal members of the Section and shall be presented in writing to the chair.

Sec. 2. Voting. Bylaws may be amended by a two-thirds vote of the members of the Section attending a regular meeting of the Section casting ballots in a mail vote.

First Adopted: Chicago, June 27, 1978
Revisions adopted.

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION
MASTER CALENDAR*

Date	Officer/Committee	Activity
January (MID-WINTER CONFERENCE)	Chair	1. Chair BIS Advisory Council Meetings 2. Chair BIS Executive Committee Meetings 3. Attend BIS Committee Meetings 4. Attend ACRL Board of Directors Meetings
	Vice-Chair/Chair-Elect	1. Attend BIS Advisory Council, Executive Committee, BIS Committee Meetings 2. Defend budget at ACRL Budget and Finance Committee Meeting 3. Attend Activity Section Council Meeting
	Secretary	1. Record minutes of BIS Advisory Council and Executive Committee Meetings 2. Attend Communication Committee Meetings
	Member-at-Large	1. Attend Advisory Council and Executive Committee Meetings 2. Attend as many committee meetings as possible 3. Attend Orientation meeting and report on its activities
Mid-January	Secretary	Submit report of all BIS meetings to ACRL Office, BIS Chair and Vice-Chair. Additional copies sent to Committee chairs and newsletter editor
January-February	Vice-Chair	Appoint Committees

*NOTE: Please refer to handbook section on Responsibilities of Officers and Committees and Committee Charges for additional information.

Date	Officer/Committee	Activity
February 1 (deadline)	Nominating Committee Chair	Slate of nominees submitted to ACRL office
March 1 (deadline)	Vice-Chair	Notify ACRL Office of committee appointments
March/April	Chair	BIS Dinner 1. Schedule dinner 2. Send time, name, location to ALA Conference Arrangements Office 3. Notify membership through newsletter
April	Chair	Request agenda items for annual conference meetings (Advisory Council and Executive Committee) from appropriate committee chairs, members and officers
Mid-April (deadline)	Officers & Members	Submission of articles to BIS Newsletter
May	Chair	Submit agenda items to ACRL Executive Board
June/July (ANNUAL CONFERENCE)	Chair	1. Chair BIS Advisory Council Meetings 2. Chair BIS Executive Committee Meetings 3. Attend BIS committee meetings 4. Attend ACRL Board of Directors Meetings
	Vice-Chair	1. Attend BIS Advisory Council, Executive Committee, BIS committee meetings 2. Attend Activity Section Council meeting
	Secretary	1. Record minutes of BIS Advisory Council and Executive Committee meetings 2. Attend Communication Committee meeting

Date	Officer/Committee	Activity
	Member-at-Large	1. Attend Advisory Council & Executive Committee Meetings 2. Attend as many committee meetings as possible 3. Attend Orientation meeting and report on its activities
July	Vice-Chair	Appoint Nominating Committee; appoint Program Committee
	Immediate Past Chair	Ensure committee chairs submit budget requests for reimbursement
Mid-July	Secretary	Submit report of all BIS committee meetings to ACRL Office, BIS Chair and Vice-Chair. Additional copies sent to committee chairs and newsletter editor
July-August	Vice-Chair	Solicit budget requests from committee chairs (send budget sheets and guidelines)
Summer/Fall	Nominating Committee Chair	1. Solicit nominations for offices by writing to C&RL News, BIS officers, committee chairs 2. Obtain list of BIS members from ACRL Vice Chair/Chair-Elect or ACRL office
August 1 (deadline)	Vice-Chair	Notify ACRL Office of Nominating and Program Committee membership
August 15 (deadline)	Immediate Past Chair	Submit reimbursement requests to ACRL Office
September 1 (deadline)	Vice-Chair	Submit proposed committee budgets to ACRL Office
September-October (BIS Dinner)	Chair	1. Schedule dinner 2. Send time, name, location, to ALA 3. Notify membership through newsletter

Date	Officer/Committee	Activity
Early October (deadline)	Officers & members	Submission of articles to BIS Newsletter
October	Chair	1. Arrange meeting schedules for Midwinter and Annual Conferences 2. Send BIS Advisory Council and ACRL Office copies of meeting schedules
November	Chair	Request agenda items for Midwinter Conference meetings (Advisory Council and Executive Committee) from appropriate committee chairs, members and officers
December	Chair	Submit agenda items to ACRL Executive Board

REQUIRED MEETINGS

When accepting an appointment to a Bibliographic Instruction Section committee, the appointee is committed to attend both the Midwinter and Annual Conferences. Following is a list of the meetings for the next two years:

APPOINTEES, 1987/88 — Term begins after Annual Conference, San Francisco, 1987, and ends after Annual Conference, New Orleans, 1988.

MUST ATTEND COMMITTEE MEETINGS AT:

Midwinter in San Antonio, January 9-14, 1988
Annual Conference in New Orleans, July 9-14, 1988

APPOINTEES, 1987/89 — Term begins after Annual Conference, San Francisco, 1987, and ends after Annual Conference, Dallas, 1989.

MUST ATTEND COMMITTEE MEETINGS AT:

Midwinter in San Antonio, January 9-14, 1988
Annual Conference in New Orleans, July 9-14, 1988
Midwinter in Washington D.C., January 7-12, 1989
Annual Conference in Dallas, June 24-29, 1989

RESPONSIBILITIES OF ACRL BIS OFFICERS AND COMMITTEES*

In addition to specific responsibilities outlined below, each participant in the work of the Bibliographic Instruction Section is encouraged to engage in the following activities:

ALL:

Contribute appropriate agenda items to Advisory Council and Executive Committee.
Monitor handbook for potential changes, additions, corrections and deletions to charges, responsibilities, bylaws, addresses, etc.
Submit news or other items to newsletter.
Attend specific BIS or other meetings at request of officers or chairs.

CHAIR:

Submit meeting schedule requests to ALA Conference Arrangements Office.
Coordinate or delegate coordination for BIS dinner. Participate in BIS Orientation Sessions.
Submit agenda items to ACRL Board of Directors (see ACRL Policy & Planning Procedures Manual for appropriate method of submission).
Attend ACRL Board of Directors meetings as well as other appropriate ACRL/ALA Meetings.
Prepare and distribute agendas for Advisory Council and Executive Committee meetings.
Conduct Advisory Council and Executive Committee meetings. Appoint ad hoc BIS Committees as necessary
Monitor all BIS projects via committee minutes and personal contact.
Serve on Miriam Dudley Bibliographic Instruction Librarian of the Year Award Committee.

VICE CHAIR/CHAIR-ELECT:

Appoint all committee members based upon existing vacancies; ACRL Office will provide a list of committee members and their status; Nominating and Conference Program Planning Committees should be appointed by August 1 (all other appointments by March 1). Appointments should provide for balanced representation in terms of gender, geography, experience, institutional affiliation; affiliation; generally appointments are for two years with possible two-year reappointments. Interns cannot have previously served on a BIS committee and are appointed to one-year non-renewable positions; however, they may be appointed subsequently to any BIS committee as a regular member.
Receive copies of all new committee member acceptance or reappointment forms and assure that this information is also forwarded to the ACRL Office, BIS Communication Committee Chair, and other appropriate individuals.

*Note: Please refer to Master Calendar and Committee Charges for additional information.

VICE CHAIR/CHAIR-ELECT (CONT.):

Solicit and submit section budget requests to ACRL Budget and Finance Committee prior to Midwinter.
Serve on ACRL Activity Section Council.
Serve on ACRL Program Planning Committee.

PAST CHAIR:

Serve on ACRL Nominating and Appointments Committee.
Chair Miriam Dudley Bibliographic Instruction Librarian of of the Year Award Committee.
Ensure committee chairs submit budget requests for reimbursement.

SECRETARY:

Record, prepare and distribute minutes of all Advisory Council and Executive Committee meetings, indicating names of all attendees and substance of discussion/actions/announcements. Distribution includes all members of Advisory Council and the ACRL Office.
Solicit, and maintain for archival purposes, copies of minutes and other relevant correspondence from all BIS committees.
Engage in Section correspondence with ACRL or other agencies as appropriate on behalf of Section.
Assume position of Chair of Communication Committee upon completion of term as Secretary.

MEMBERS-AT-LARGE:

All: Attend Advisory Council and Executive Committee Meetings; attend as many other BIS meetings as possible in order to understand and, therefore, represent overall concerns of Section.

1st Year: Serve as BIS representative to ACRL Board of Directors and as such attend their meetings.

2nd Year: Serve as BIS representative to ALA Instruction in the Use of Libraries committee and as such attend their meetings.

3rd Year: Serve as BIS liaison with the Library Instruction Round Table (LIRT) and as such attend their meetings.

COMMITTEE CHAIRS:

General Activities:

Recommend to Vice Chair/Chair-Elect on prospective committee appointments and/or reappointments.
Recommend appropriate committee meeting schedule.
Establish agenda and conduct committee meetings; review minutes taken by intern.
Communicate with all committee members and intern, via mail or telephone, regarding on-going committee business as necessary between conferences.
Prepare and submit budget requests to Vice Chair/Chair-Elect; approve and submit reimbursement forms for all committee expenditures.
Attend Advisory Council meetings and Orientation Sessions and report as appropriate.
Attend Executive Committee meetings as appropriate.
Establish and maintain appropriate timetables for accomplishment of projects, tasks, etc.

Specific Activities:

Each committee, because of its unique purpose and charge, will accumulate and share with subsequent members of the committee, any relevant historical information regarding committee processes and on-going as well as past activities. Insofar as possible, information of historical value should be submitted in written form to the BIS Secretary for preservation in the ACRL BIS Archives.
In addition to the above, Chairs of the following Committees must assume specific responsibilities outlined below:

Communication:

Update handbook on annual basis and distribute to all BIS Officers and Committee members.
Coordinate with Executive Committee any BIS press releases to publications such as C&RL News, Cognotes, etc.
Assist newsletter editor in gathering information by providing for liaisons with each BIS committee.
Remind committee chairs to send copies of previous minutes and other relevant information to new committee members immediately following their initial appointment.
Provide for planning and organization of all BIS Orientation sessions.

Conference Program Planning:

Secure written agreements from speakers or other participants regarding expectations for program content, etc. Arrange for speakers' unique needs, e.g., audio-visual equipment.
Compile pertinent bibliographies or other handouts to accompany programs.
Prepare program evaluation materials; share results with Executive Committee and subsequent Conference Program Planning Committees.

Nominating:

Obtain list of all ACRL BIS members from the ACRL Office.
Solicit nomination suggestions from BIS Officers, committee chairs, and other appropriate groups or individuals.
Prepare a slate of at least two nominees for each of the following offices: Vice Chair/Chair-Elect
Secretary
Member-at-Large
Submit slate to ACRL office no later than March 1.
Maintain list of past and potential nominees.

COMMITTEE MEMBERS

Attend BIS Orientation session at commencement of term of committee service.
Submit agenda items to Chair for meetings.
Participate in all meetings of committee.
Communicate as needed with Chair and other members between meetings regarding concerns.
Assume primary responsibility for certain activities or projects as appropriate.

INTERNS

Take minutes of committee meetings and submit to chair and/or other members for review.
Assume other assignments as determined by needs of individual committees.

ALA/ACRL BIBLIOGRAPHIC INSTRUCTION SECTION CHART, 1987/88

Officers (Elected):

CHAIR (1987/88)	Barbara Wittkopf
VICE CHAIR/CHAIR-ELECT (1987/88)	David King
PAST CHAIR (1987/88)	Betsy Baker
SECRETARY (1987/88)	Sharon Mader

Executive Committee (Elected):

OFFICERS (see above), plus

MEMBERS-AT-LARGE:

1985-88	Cerise Oberman
1986-89	Patricia Arnott
1987-90	Ellen Broidy

Advisory Council:

MEMBERS OF EXECUTIVE COMMITTEE, see above

STANDING COMMITTEE CHAIRS (Appointed):

Clearinghouse (1986-88)	Elizabeth Sibley
Communication (1987-88)	Betsy Wilson
Computer Concerns (1987-89)	Melanie Dodson
Continuing Education (1987-88)	Barbara Kemp
Education for B.I. (1986-88)	Ellen Meltzer
Policy (1987-89)	Carolyn Dusenbury
Research (1986-88)	Sandra G. Yee

AD HOC COMMITTEE CHAIRS (Appointed):

Conference Program Planning--1988 (2 years)	Sara Penhale and Esther Grassian
Conference Program Planning--1989 (2 years)	Harvey Sager
Local Arrangements, San Antonio	Sallie Barringer, Paul Frisch
Local Arrangements, New Orleans	Marilyn Hankel
Miriam Dudley B.I. Librarian Award (1987-88)	Betsy Baker
Nominating--1988 (2 years)	Carolyn A. Kirkendall
Nominating--1989 (2 years)	Maureen Pastine
Planning (1987-1989)	Rochelle Sager
Pre-Conference Program (1987-1988)	Jane Kleiner

EX OFFICIO:

Project LOEX	Teresa Bungard Mensching
Newletter Editor	Eugene Engeldinger

BIBLIOGRAPHIC INSTRUCTION SECTION (BIS)

To develop programs, both at ALA conferences and elsewhere, which meet membership needs and which explore the scope, nature, and problems of operating bibliographic instruction programs in academic libraries; to develop policy statements on bibliographic instruction as part of academic and research library services; to cooperate with Project LOEX, the national clearinghouse on academic bibliographic instruc-tion; to explore methods of evaluating existing bibliographic instruc-tion programs and materials and to suggest and promote needed research; and to cooperate with the ALA Instruction in the Use of Libraries Committee and other groups in areas of mutual interest.

EXECUTIVE COMMITTEE (1987-1988)

CHAIR:

WITTKOPF, Barbara, Central Reference, Troy Middleton Library, Louisiana State University, Baton Rouge, LA 70803 (504) 388-8264; Home:

VICE-CHAIR/CHAIR-ELECT:

KING, David, Graduate School of Library and Information Science, 410 David Kinley Hall 1407 W. Gregory Drive, U. of Illinois, Urbana, IL 61801-3680 (217) 333-2306; Home:

PAST CHAIR:

BAKER, Betsy, Bibliographic Instruction Services Librarian, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60201 (312) 491-2174; Home:

SECRETARY (one-year term):

MADER, Sharon B., Donnelly Library, Lake Forest College, College and Sheridan Roads, Lake Forest, Illinois 60045 (312) 234-3100.

MEMBERS-AT-LARGE (three-year term):

ARNOTT, Patricia D., Coordinator of Bibliographic Instruction, University of Delaware Library, Newark, DE 19717 (302) 451-2965; Home: (86/89)

BROIDY, Ellen, Coordinator of Library Education Services, Main Library, University of California, Irvine, CA 92713 (714) 856-5694; Home: (87/90)

OBERMAN, Cerise, Head, Reference & Research Services, Walter Library, University of Minnesota, Minneapolis, MN 55455 (612) 624-4520. (85/88)

BIBLIOGRAPHIC INSTRUCTION SECTION

ADVISORY COUNCIL, 1987-88

Composed of the Executive Committee and chair of each BIS committee; to provide coordination of section activities, communication between committees, and advice to the Executive Committee.

CHAIR:

WITTKOPF, Barbara, Central Reference, Troy Middleton Library, Louisiana State University, Baton Rouge, LA 70803 (504) 388-8264; Home:

MEMBERS:

ARNOTT, Patricia D., Coordinator of Bibliographic Instruction, University of Delaware Library, Newark, DE 19717-5267 (302) 451-2965; Home:

BAKER, Betsy, Bibliographic Instruction Services Librarian, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60201 (312) 491-2174; Home:

BARRINGER, Sallie, Science Librarian, Maddux Library, Trinity University, 715 Stadium Drive, San Antonio, TX 78284 (512) 736-7343; Home:

BROIDY, Ellen, Coordinator of Library Education Services, Main Library, University of California, Irvine, CA 92713 (714) 856-5694; Home:

DODSON, Melanie, Special Projects Coordinator. New York University, Bobst Library, 70 Washington Square South, New York, NY 10012 (212) 998-2454; Home:

DUSENBURY, Carolyn, Head of Reference Service, 110 Hayden Library, Arizona State University, Tempe, AZ 85287 (602) 965-5167; Home:

FRISCH, Paul A., Social Science Librarian, Maddux Library, Trinity University, 715 Stadium Drive, San Antonio, TX 78284; Home:

GRASSIAN, Esther G., Reference/Instruction, College Library, University of California, Los Angeles, CA 90024 (213) 825-2138; Home:

HANKEL, Marilyn, Documents, University of New Orleans, Earl K. Long Library, Lakefront, New Orleans, LA 70148 (504) 286-7276.

KEMP, Barbara E., Head, Humanities/Social Sciences, Holland Library, Washington State University, Pullman, WA 99165-5610; *Home:

KING, David N., Graduate School of Library and Information Science, 410 David Kinley Hall, 1407 W. Gregory Drive, University of Illinois, Urbana, IL 61801-3680 (217) 333-2306.

KIRKENDALL, Carolyn, IMC Librarian, Eastern Michigan University, Ypsilanti, MI 48197 (313) 487-0490; Home: 1227 Westmorland, Ypsilanti, MI 48197 (313) 482-7041.

KLEINER, Jane P., Head, Reference Services Division, Troy Middleton Library, Louisiana State University, Baton Rouge, LA 70803 (504) 388-4016; Home:

MADER, Sharon B., Donnelly Library, Lake Forest College, College and Sheridan Roads, Lake Forest, IL 60045 (312) 234-3100.

MELTZER, Ellen J., Head, Reference and Collection Development Section, Moffitt Undergraduate Library, University of California, Berkeley, CA 94720 (415) 642-5070; Home:

OBERMAN, Cerise, Head, Reference & Research Services, Walter Library, University of Minnesota, Minneapolis, MN 55455 (612) 624-4520.

PASTINE, Maureen, Director of Libraries, Washington State University (509) 335-4557; Home:

PENHALE, Sara Jane, Wildman Science Library, Earlham College, Richmond, IN 47374 (317) 962-6561.

SAGER, Harvey M., Instructional Services Librarian, Arizona State University Libraries, Tempe, AZ 85287 (602) 965-3518; Home:

SAGER, Rochelle, Associate Dean for Public Services, Swirbul Library, South Ave., Adelphi University, Garden City, NY 11530; Home:

*Preferred mailing address

SIBLEY, Elizabeth A., Associate Librarian, Moffit Library, University of California, Berkeley, CA 94720 (415) 642-5070; Home:

WILSON, Betsy, Head, Undergraduate Library, University of Illinois, 1408 W. Gregory Drive, Urbana, IL 61801 (217) 333-1031; Home:

YEE, Sandra G., Assistant Dean, Media & Instructional Support Services, Eastern Michigan University Library, Ypsilanti, MI 48197 (313) 487-2220.

BIBLIOGRAPHIC INSTRUCTION SECTION

CLEARINGHOUSE (STANDING COMMITTEE), 1987-88

To promote the exchange of ideas and activities concerned with bibli-ographic instruction among bibliographic instruction clearinghouses of all types; to prepare an annual directory of bibliographic instruc-tion clearinghouses; to promote cooperation among bibliographic instruction clearinghouses, including exchanges of material; and to provide a forum for reporting on the activities of individual clear-inghouses at the ALA Conference and Midwinter Meetings.

CHAIR, 1986-1988:

SIBLEY, Elizabeth, Associate Librarian, Moffit Library, University of California, Berkeley, CA 94720 (415) 642-5070; Home:

MEMBERS:

86/88: KRATZ, Charles E., Assistant Dean of Public Services, Hofstra University Library, 1000 Fulton Avenue, Hempstead, NY 11550 (516) 560-5076; Home:

LOWENTHAL, Ralph A., Instructor, Ohio State University Library, Columbus, OH 43224 (614) 422-0938; Home:

MARGUTTI, Elizabeth A., Public Services Librarian, Clemons Library, University of Virginia, Newcomb Station, Box 710, Charlottesville, VA 22904 (804) 924-7410; Home:

WARD, James E., Director of the Library, David Lipscomb College, Box 4146, Nashville, TN 37203 (615) 385-3855, Ext. 283; Home:

WRIGHT, Joyce Crawford, Undergraduate Library, University of Illinois, 1408 W. Gregory Drive, Urbana, IL 61801 (217) 333-1031; Home:

87/88: KENYON, Sharmon H., Business Librarian, Humboldt State University Library, Arcata, CA 95521 (707) 826-3416; Home:

87/89: DAVIS, H. Scott, Head, Department of Library Instruction and Orientation, Cunningham Memorial Library, Indiana State University, Terre Haute, IN 47809 (812) 237-2604/2605; Home:

KAPLOWITZ, Joan, Head, Public Services, Education and Psychology Library, UCLA 390 Powell Library Building, Los Angeles, CA 90024 (213) 825-4081; Home:

BIBLIOGRAPHIC INSTRUCTION SECTION

CLEARINGHOUSE (STANDING COMMITTEE), 1987-1988

87/89: MILLER, Doris A., Head, General Reference Department, 145 B Founders Memorial Library, Northern Illinois University, DeKalb, IL 60115 (815) 753-9853; Home:

INTERN: YOUNG, Judith E., Head of Public Services, Hunter Library, Western Carolina University, Cullownee, NC 28728 (704) 586-8736.

EX-OFFICIO: MENSCHING, Teresa Bungard, Director, LOEX Clearinghouse Library, Eastern Michigan University, Ypsilanti, MI 48197 (313) 487-0168; Home:

COMMUNICATION COMMITTEE LIAISON:

RANDALL, Lynn E., Director of the LRC, The Berkeley School, Drawer F, Little Falls, NJ 07424 (201) 278-5400, Ext. 25; *Home:

* Preferred mailing address

BIBLIOGRAPHIC INSTRUCTION SECTION

COMMUNICATION (STANDING COMMITTEE), 1987-88

To facilitate communication of information about the Section and its activities to members through a newsletter; to produce annually a handbook as a resource for officers and committee members; to conduct regular orientation activities for prospective or new committee mem-bers; and to pursue other appropriate channels of communication outside as well as within the Section.

CHAIR, 1987-1988:

WILSON, Betsy, Head, Undergraduate Library, University of Illinois, 1408 W. Gregory Drive, Urbana, IL 61801 (217) 333-1031; Home:

MEMBERS:

86/88: BEVILACQUA, Ann D., Reference Division, Elmer Holmes Bobst Library, New York University, 70 Washington Square South, New York, NY 10012 (212) 598-3024.

HENSLEY, Randall B., Bibliographic Instruction Coordinator/UW Libraries, University of Washington OUGL, DF-10, Seattle, WA 98195 (206) 543-2060; Home:

RANDALL, Lynn E., Director of the LRC, The Berkeley School, Drawer F, Little Falls, NJ 07424 (201) 278-5400, Ext. 25; *Home:

RICHER, Linda S., *Home:

ROSE, Robert, Library, Penn State at Erie, The Behrend College, Station Road, Erie, PA 16563 (814) 898-6426; Home:

SNAVELY, Loanne, Associate Reference Librarian, Bertrand Library, Bucknell University, Lewisburg, PA 17837 (717) 524-1462; Home:

WERNER, Leslie A., Media Services Librarian, Captain John Smith Library, Christopher Newport College, 50 Shoe Lane, Newport News, VA 23606 (804) 599-7136; *Home:

* Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

COMMUNICATION (STANDING COMMITTEE), 1987-1988

87/88: ARIEL, Joan, Librarian, Main Library, University of California, Irvine, CA 92713 (714) 856-5212.

87/89: TUCKER, Sandra L., Reference Librarian, Sterling Evans Library, Texas A&M University, College Station, TX 77843-5000 (409) 845-5741; Home:

ENGELDINGER, Eugene A., Head, Reference Librarian, McIntyre Library, UW-Eau Claire, Eau Claire, WI 54702 (715) 836-3626; Home:

INTERN: HARWOOD, Judith A., Undergraduate Librarian, Morris Library, Southern Illinois University, Carbondale, IL 62901 (618) 453-2818; Home:

BIBLIOGRAPHIC INSTRUCTION SECTION

COMPUTER CONCERNS (STANDING COMMITTEE), 1987-1988

To facilitate and promote the use of computers in bibliographic instruction; to act as a resource and information sharing vehicle for those involved in bibliographic instruction which either utilizes computers as teaching tools or teaches the use of computer-based information systems. Principal areas of interest include: online catalogs, online database searching, computer-assisted-instruction (CAI), end-user searching of online information resources.

CHAIR, 1987-89:

DODSON, Melanie A., Special Projects Coordinator, New York University, Bobst Library, 70 Washington Square South, New York, NY 10012 (212) 998-2454; Home:

MEMBERS:

86/88: CROOKS, James E., Coordinator, Online Search Services, 302 Hatcher Undergraduate Library, The University of Michigan Library, Ann Arbor, MI 48109-1205 (313) 764-9375.

ENGELBRECHT, Pamela N., Reference Librarian, Newman Library, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061 (703) 961-5257; Home:

O'HANLON, Nancy, Head, Reference/Automated Services, Undergraduate Library, Ohio State University, 1813 N. High Street, Columbus, OH 43210 (614) 292-8833 or 292-2075; Home:

PENHALE, Sara Jane, Science Librarian, Wildman Science Library, Earlham College, Earlham College, Richmond, IN 47374 (317) 983-1246; Home:

ROBERTS, Sally M., Reference Department, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60201 (312) 491-2168; Home:

87/88: CUDD, John M., Humanities Reference Librarian, Western Kentucky University Library, Bowling Green, KY 42101 (502) 745-6173; Home:

87/89: ALLEN, Nancy H., Asst. Director for Public Services, University Libraries, 34 Purdy Library, Wayne State University, Detroit, MI 48202 (313) 577-4033; Home:

BIBLIOGRAPHIC INSTRUCTION SECTION

COMPUTER CONCERNS (STANDING COMMITTEE), 1987-1988

87/89: BHULLAR, Goodie (Pushpajit), Bibliographic Instruction Coordinator, University of Missouri-Columbia Libraries, 202F, Ellis Library, University of Missouri, Columbia, MO 65201 (314) 442-2527; Home:

VAN CAMPEN, Rebecca, Coordinator for Instructional Services, University of Maryland/College Park, Hornbake Library, College Park, MD 20742 (301) 454-4743; Home:

HURLBERT, Irene W., Reference Librarian/Subject Bibliographer, Reference and Research Services Department C075R, Central University Library, UC San Diego, LaJolla, CA 92093 (619) 534-1261; Home:

HUTCHINS, Geraldine L., Bibliographic Instruction Librarian, Sherrod Library, Box 22, 450A, East Tennessee State University, Johnson City, TN 37614-0002 (615) 929-5629; Home:

ROBERTS, Cynthia H., Sr. Reference Librarian, Welch Medical Library, John Hopkins University, 1900 E. Monument Street, Baltimore, MD 21205 (301) 955-3410; Home:

TAYLOR, William R., Coordinator of Information Services, Walker Management Library, Vanderbilt University, 401 21st Ave S, 148 MNGT Hall, Nashville, TN 37203 (615) 322-2970; *Home:

INTERN: HANDMAN, Gary, Moffitt Library, University of California, Berkeley, CA 94720 (415) 642-5071; *Home:

COMMUNICATION COMMITTEE LIAISON:

BEVILACQUE, Ann, Instructional Services Librarian, Elmer Holmes Bobst Library, New York University, 70 Washington Square South, New York, NY 10012 (212) 598-3024.

*Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONFERENCE PROGRAM PLANNING COMMITTEE, NEW ORLEANS - 1988 (AD HOC)

CHAIR:

PENHALE, Sara Jane, Wildman Science Library, Earlham College, Richmond, IN 47374 (317) 962-6561.

GRASSIAN, Esther G., Reference/Instruction Librarian, College Library, University of California, Los Angeles, CA 90024 (213) 825-2138; Home:

MEMBERS:

AHMAD, Carol F., Assistant Director for Public Services, University of Miami Library, P.O. Box 248214, Coral Gables, FL 33124 (305) 284-3551; Home:

BRANCH, Katharine Anne, Access Librarian, Welch Medical Library, 1900 East Monument Street, Baltimore, MD 21205 (301) 955-3418; Home:

COLEMAN, Paul, Reference and Instruction Librarian, Eugene L. Freel Library, North Adams State College, North Adams, MA 01247-2004 (413) 664-4511, Ext. 325; *Home:

EVANS, Anita K., Reference Librarian, Michigan State University Libraries, SSHR, East Lansing, MI 48824-1048 (517) 355-5081; Home:

OSEGUEDA, Laura M., Reference Librarian, Reference Department, D. H. Hill Library, Box 7111, North Carolina State University, Raleigh, NC 27695-7111 (919) 737-2935; Home:

COMMUNICATION COMMITTEE LIAISON:

BEVILACQUE, Ann D., Reference Division, Elmer Holmes Bobst Library, New York University, 70 Washington Square South, New York, NY 10012 (212) 598-3024.

*Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONFERENCE PROGRAM PLANNING COMMITTEE, DALLAS, TX - 1989 (AD HOC)

CHAIR: SAGER, Harvey M., Instruction Services Librarian, Arizona State University Libraries, Tempe, Arizona 85287 (602) 965-3518; Home:

MEMBERS:

ARP, Lori, Auraria Library, Lawrence at 11th St., Denver Co 80204 (303) 556-2719; Home:

BRANCH, Katharine A., Access Librarian, Welch Medical Library, 1900 E. Monument St., Baltimore MD 21205 (301) 955-3418; Home:

FARLEY, Laine, User Services Librarian, MELVYL Office, University of California, Berkeley; *Home: 49 Mozden Lane, Pleasant Hill, CA 94523 (415) 642-9485.

GRONQUIST, Sylvelin, Library, University of California, Santa Barbara, CA 93106, (805) 961-3320.

COMMUNICATION COMMITTEE LIAISON:

HARWOOD, Judith Ann, Undergraduate Librarian, Morris Library, Southern Illinois University, Carbonadale, IL 62901 (618) 453-2818; Home:

*Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONTINUING EDUCATION (STANDING COMMITTEE), 1987-88

To study and review the educational needs of librarians working in the area of bibliographic instruction; to gather and disseminate to the Executive Committee information about continuing education in the field of academic bibliographic instruction; to suggest and encourage opportunities for continuing education in academic bibliographic instruction; to provide for continuing education in the area of academic bibliographic instruction; to cooperate with the ACRL Continuing Education Committee; and to assist ACRL chapters, upon request, in developing programs on academic bibliographic instruction.

CHAIR, 1987-1988:

KEMP, Barbara E., Head, Humanities/Social Sciences, Holland Library, Washington State University, Pullman, WA 99164-5610 (509) 335-2691; *Home:

MEMBERS:

86/88: CAIN, Melissa, Head, Humanities Reference, Davis Library, 080-A University of North Carolina, Chapel Hill, NC 27514 (919) 962-1356.

GRATCH, Bonnie, Head/Coordinator of Reference, Jerome Library, Bowling Green State University, Bowling Green, OH 43403 (419) 372-7899; Home:

OLSON, Cathy C., Head of Circulation, Loyola University of Chicago, Lake Shore Campus, Chicago, IL 60626 (312) 508-2674; Home:

87/88: RUBEY, Daniel R., Humanities Librarian, Lehman College Library (CUNY), Bedford Park Blvd. West, Bronx, NY 10468 (212) 960-8581; Home:

SCHATZ, Cindy A., Information Services Department, Countway Library of Medicine, Harvard University, 10 Shattuck Street, Boston, MA 02115 (617) 732-2134; Home:

*Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONTINUING EDUCATION (STANDING COMMITTEE), 1987-1988

87/89: BENDER-LAMB, Sylvia L., Instructional Services Coordinator, University of the Pacific, University Library, Stockton, CA 95211 (209) 946-2956; Home:

KNIGHT, Rita Cecilia, Principal Catalog Librarian, Catalog Department, University of Arizona Library, University of Arizona, Tucson, AZ 85721 (602) 621-6452; Home:

SANDERS, Lou Helen, University of Pittsburgh, School of Library and Information Science, Pittsburgh, PA 15260 (412) 624-5230.

INTERN: WYGANT, Alice, Information Management Coordinator, Moody Medical Library, UTMB, Galveston, TX 77550-2782 (409) 761-2374; Home:

COMMUNICATION COMMITTEE LIAISON:

RITCHER, Linda S., 1740 Liberty Street, Apt. 1, El Cerrito, CA 94530 (415) 237-5547.

*Preferred mailing list.

BIBLIOGRAPHIC INSTRUCTION SECTION

EDUCATION FOR BIBLIOGRAPHIC INSTRUCTION (STANDING COMMITTEE), 1987-88

To explore, encourage, and foster the development and expansion of the study of bibliographic instruction in library schools; to promote communication between librarians working in the area of bibliographic instruction and library schools; and to survey and report to the Executive Committee on the status of library education in bibliographic instruction.

CHAIR, 1986-88:

MELTZER, Ellen J., Head, Reference and Collection Development Section, Moffitt Undergraduate Library, University of California, Berkeley, CA 94720 (415) 642-5070; Home:

MEMBERS:

86/88: HALE, Martha, Dean, School of Library and Information Management, Emporia State University, Emporia, KS 66801 (316) 343-1200, Ext. 5203; Home:

VAN DER LAAN, Sharon, Reference Librarian, Zumberge Library, Grand Valley State College, Allendale, MI 49401 (616) 895-3252; *Home:

WEBRECK, Susan, University of Pittsburgh, School of Library and Information Science, Pittsburgh, PA 15260 (412) 624-5230; Home:

87/88: KNOWLES, Em Claire, Humanities/Social Sciences, U. of California Library, Davis, CA 95616-5292 (916) 752-2040.

POWELL, Assistant Professor, Department of Info. Science, University of MO - Columbia, 111 Stewart Hall, Columbia, MO 65211 (314) 882-9545; Home:

SHONROCK, Diana D., Asst. Prof. Library Instructor, 33 Parks Library, Iowa State University, Ames, Iowa 50011 (515) 294-4527; Home:

*Preferred mailing address.

BIBLIOGRAPHIC INSTRUCTION SECTION

EDUCATION FOR BIBLIOGRAPHIC INSTRUCTION (STANDING COMMITTEE) 1987-88

87/88: MUROI, Linda, Reference Librarian, Library - General Reference, San Diego State University Library, San Diego, CA 92182-0511 (619) 229-2554; Home:

SMITH, Barbara J., Assistant Dean of University Libraries, E505 Pattee Library, Penn State University, University Park, PA 16802 (814) 865-8401; Home:

WILLIAMS, Karen A., Central Reference Librarian, University of Arizona Library, Tucson, AZ 85721 (602) 621-4866; Home:

INTERN: DESAULNIERS, Karen C., Library Science Librarian, Louis Shores Building, Florida State University, Tallahassee, FL 32306 (904) 644-1803; Home:

COMMUNICATION COMMITTEE LIAISON:

HENSLEY, Randall B., Bibliographic Instruction Coordinator/UW Libraries, University of Washington OUGL, DF-10, Seattle, WA 98195 (206) 543-2060; Home:

*Preferred mailing list.

BIBLIOGRAPHIC INSTRUCTION SECTION

LOCAL ARRANGEMENTS - SAN ANTONIO 1988 (AD HOC)

CO-CHAIRS: BARRINGER, Sallie H., Science Librarian, Maddux Library, Trinity University, 715 Stadium Drive, San Antonio, TX 78284 (512) 736-7343; Home:

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BIBLIOGRAPHIC INSTRUCTION SECTION

LOCAL ARRANGEMENTS COMMITTEE - NEW ORLEANS 1988 (AD HOC)

CHAIR: HANKEL, Marilyn, Documents, University of New Orleans, Earl K. Long Library, Lakefront, New Orleans, LA 70148 (504) 286-7276.

MEMBERS:

ALLEN, Pat, Central Reference Middleton Library, Louisiana State University, Baton Rouge, LA 70803 (504) 388-6573; Home:

DELACROIX, Sheila B., Head, Reference, Southeastern Louisiana University Library, 9280 Kingcrest Parkway, Baton Rouge, LA 70808; Home:

BIBLIOGRAPHIC INSTRUCTION SECTION

MIRIAM DUDLEY BIBLIOGRAPHIC INSTRUCTION LIBRARIAN OF THE YEAR AWARD (AD HOC COMMITTEE) 1987-88

To recognize an outstanding librarian who has made an especially significant contribution to the advancement of academic bibliographic instruction; to review periodically the selection process for determining the honoree; and to explore the ongoing funding of the award itself.

CHAIR, 1987-1988:

BAKER, Betsy, Bibliographic Instruction Services Librarian, Northwestern University Library, 1935 Sheridan Road, Evanston, IL 60201 (312) 491-2174; Home:

MEMBERS:

86/88: BRIL, Patricia, Collection Development Officer, California State University Library, P.O. Box 4150, Fullerton, CA 92634 (714) 773-3852; *Home:

KIRK, Thomas, Hutchins Library, Berea College, Berea, KY 40404 (606) 986-9341, Ext. 289; Home:

KIRKENDALL, Carolyn, IMC Librarian, Eastern Michigan University, Ypsilanti, MI 48197 (313) 487-0490; *Home:

87/89: KENNY, Donald J., Head, Reference Department, University Libraries, Virginia Tech, Blacksburg, VA 24061 (703) 961-5069; Home:

SANDORE, Beth A., Assistant Automated Systems Librarian, 220 Main Library, 1408 W. Gregory Drive, University of Illinois at Urbana-Champaign, Urbana, Il 61801 (217) 333-2592; Home:

WITTKOPF, Barbara J., Reference, Troy Middleton Library, Louisiana State University, Baton Rouge, LA 70803 (504) 388-8264; Home:

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BIBLIOGRAPHIC INSTRUCTION SECTION

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HAGLE, Claudette. Director of Public Services, University of Dallas, Irving, TX 75062 (214) 721-5350; Home:

TALAR, Sister Anita. Reference Librarian, Seton Hall University, McLaughlin Library, 400 S. Orange Ave., South Orange, NJ 07079 (201) 761-9434; Home:

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BIBLIOGRAPHIC INSTRUCTION SECTION

PLANNING (AD HOC COMMITTEE), 1987-88

To review the ALA and ACRL strategic plans, the recent section review, long-term planning report and executive summary to identify areas in which the section is already involved as well as areas where the section may logically become involved; to identify special goals unique to the section.

CHAIR, 1987-88:

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BIBLIOGRAPHIC INSTRUCTION SECTION

POLICY COMMITTEE (STANDING COMMITTEE), 1987-88

To respond to requests from the Executive Board in regard to policies, actions, and publications effecting the section; to review periodically or as requested the bylaws and committee charges to ensure that they reflect the aims and activities of the section.

CHAIR, 1987-1989:

DUSENBURY, Carolyn, Head of Reference Service, 110 Hayden Library, Arizona State University, Tempe, AZ 85287 (602) 965-5167; Home:

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PRECONFERENCE PROGRAM COMMITTEE, NEW ORLEANS - 19 8 (AD HOC COMMITTEE)

CHAIR, 1987-1988:

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MEMBERS:

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BIBLIOGRAPHIC INSTRUCTION SECTION

RESEARCH (STANDING COMMITTEE), 1987-88

To identify areas where research is needed on bibliographic instruction; to facilitate that research in any way possible; to disseminate the results of research on bibliographic instruction via programs and publications; to serve as an information source regarding bibliographic instruction research to interested groups outside the field of librarianship.

CHAIR, 1987-88:

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87/89: RUDOLPH, N. Janell, Reference/Instruction Librarian, Memphis State University Libraries, Memphis, TN 38152 (901) 454-2208; Home:

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ACRL/BIBLIOGRAPHIC INSTRUCTION SECTION--PROGRAMS

June 27, 1978 - Chicago
"The Politics of Library Instruction." -- Mimi Dudley, presiding.
Panelists:
Alan E. Guskin, Chancellor, Univ. of Wisconsin-Parkside
Connie R. Dunlap, Duke Univ.
Anne Roberts, State Univ. of New York, Albany
Roundtable discussion groups by type and size of institution, followed by reactor panel.

June 26, 1979 - Dallas
"Grantsmanship for Bibliographic Instruction" -- Sheila Laidlaw, Chair.
Speakers:
Donald Clark, College of Education, Texas A&M, "So you want a funded study?"
Hannelore Rader, "Successful proposals for successful projects"
Nancy E. Gwinn, Council on Library Resources, "Academic libraries and the educational process"

July 1, 1980 - New York City
"Learning Theory in Action: Applications in Bibliographic Instruction"
Speakers:
Sharon Rogers, "Theoretical designs..."
Cerise Oberman, "Petals around a rose: abstract reasoning and reasoning and bibliographic instruction"
Workshop following--applying learning theory.

June 28, 1981 - San Francisco
"Will Bibliographic Instruction Survive the Online Age?"
Panel moderator:
Beth Shapiro
Panelists:
Brian Nielson, Northwestern Univ., "Teacher or intermediary: alternative professional models in the information age"
Kristin McDonough, Baruch College (NY), "Teaching the fourth R: research techniques"
Nancy Fjallbrant, Chalmers Univ. of Technology, Goteberg, Sweden, "User education and the role of the academic library"

July 11, 1982 - Philadelphia
"Back to the Books: BI and the Theory of Information Sources"
Panelists:
Patrick Wilson, Library School, Univ. of Calif., Berkeley, "Pragmatic bibliography"
Fran Hopkins, "Practical applications of pragmatic bibliography"
Conrad Raswski, Library School, Case Western Reserve, "Nature of literatures: a synergetic attempt"
Tom Kirk, "Comments on nature of literature"

June 26, 1983 - Los Angeles
"The Research Process: Implications for Bibliographic Instruction"
Presiding:
Carolyn Dusenbury
Speakers:
Michael Mullin, Dept. of English, U. of Illinois, "Research and research libraries"
Keith Russell, Council of Library Resources, "The information-seeking strategies of scientists: factors that influence effectiveness"
David King, Texas Medical Center Library, Houston, "BI for research and information management"

June 26, 1984 - Dallas
"Bibliographic Instruction: a Catalyst for Change"
Moderator:
David King - Texas Medical Center Library, Houston
Speakers:
Joseph Boisse, Univ. of Calif., Santa Barbara, "New educational roles for academic libraries"
Millicent Abell, Univ. of Calif., San Diego, "Using technology as change agent"
Charles McClure, Library School, Univ. of Oklahoma, "Planning for new educational roles in academic libraries"
Maureen Pastine--summary/reaction.

July 9, 1985 - Chicago
"Educating the Users of Online Catalogs: Administrative Issues, Research Concerns, and Practical Applications" -- Thomas F. McNally, Chair
Speakers:
Brigid Welch, Univ. of Houston, "Instructional issues involved in setting up an online catalog"
Brian Nielsen, Northwestern Univ., "Research using diagnostics of the user interface, using transaction logs"
Betsy Baker, Northwestern Univ., "Broadening online catalog user education beyond the confines of a single tool"
William Miller, BIS Chair, Bowling Green Univ., "Reacting to the issues presented"

June 29, 1986 - New York City
"Bibliographic Instruction for the Future: A Critical Look as We Leap"
Moderator:
Claudette Hagle, University of Dallas
Speakers:
Carla J. Stoffle, Univ. of Michigan, "Facing the Future with a View of the Past"
Patricia D. Arnott, Univ. of Delaware, "Harnessing Today's Today's Technology: A Computer Assisted Instruction Approach"
Thomas T. Surprenant, Queens College, "Three Senarios for the Future"

June 28, 1987 - San Francisco

"Learning to Teach: Promoting Quality in Bibliographic Instruction" --
Melanie Dodson, Chair
Speakers:

Eric Kristensen, Harvard, Danforth Center, "The Librarian as Classroom Teacher"

Virginia Tiefel, Ohio State University, "Planning & Developing Teaching Effectiveness Program for Librarians"

Patricia Breivik, Auraria Library, Denver, "Librarians & Academic Program Excellence"

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION CHAIRS

Sheila Laidlaw, 1978-79

Sharon Hogan, 1979-80

Sharon Rogers, 1980-81

Shelley Phipps, 1981-82

Anne Roberts, 1982-83

Maureen Pastine, 1983-84

William Miller, 1984-85

Mary Reichel, 1985-86

Betsy Baker, 1986-87

Barbara Wittkopf, 1987-88

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION PUBLICATIONS

Annotated Bibliography on Bibliographic Instruction: In Junior and Community Colleges (2p., $.25); For Undergraduates (3p., $.35); For Graduate Students (3p., $.35); In Schools (5p., $.60) In Public Libraries (2p., $.25). ACRL B.I. Task Force. Thomas Kirk, Box #-72A, Earlham College, Richmond, IN 47374.

Back to the Books: Bibliographic Instruction and the Theory of Information Sources (1983). Papers presented at the Bibliog-raphic Instruction Section program at the 1982 ALA Annual Conference. Edited by Ross Atkinson, 76p. ISBN 0-8389-6587-3. $12 for ACRL members, $15 for non-members.

BI Dissertation List - A list of doctoral dissertations relating to bibliographic instruction, compiled by the ACRL Bibliographic Instruction Section's Research Committee, has appeared in the Summer and Fall 1984 issues of Research Strategies. The list is retrospective to 1929. If you are aware of a dissertation that was missed, write to John Collins, Graduate School of Education, Gutman Library, Harvard University, 6 Appian Way, Cambridge, MA 02138.

Bibliographic Competencies for Education Students (1981). Prepared by the Education and Behavioral Sciences Section Bibliographic Instruction for Educators Committee. Provides examples of a wide range of educational bibliographic sources, and presents a basic rationale for the use of the given examples. (C&RL News, July/August 1981, in non-tabular form.) Free.

The Bibliographic Instruction Clearinghouse: A Practical Guide (1984). A guide to establishing a clearinghouse. 71p. ISBN 0-8389-6775-2. $9 for ACRL members, $12 for non-members.

Bibliographic Instruction Handbook (1979). Prepared by the ACRL Bibliographic Instruction Task Force (1971-77) and the Policy and Planning Committee of the ACRL Bibliographic Instruction Section (1977-1979). 68p. $7 for ACRL members, $10 for non-members.

Directory of Information Sources for Library Instruction. 7p. $1. ACRL BI Task Force.

Evaluating Bibliographic Instruction: A Handbook (1983). Prepared by the ACRL Bibliographic Instruction Section's Subcommittee on Evaluation. ISBN 0-8389-6608-X. $13 for ACRL members, $17 for non-members.

Guidelines for Bibliographic Instruction in Academic Libraries. (C&RL News, April 1977).

Library Instruction Clearinghouses 1984: A Directory (1984). This directory revises and updates Library Instruction Clearing-houses: A Directory 1983. This revision is by Rochelle Sager, Adelphi University. $4.50 for ACRL members, $5.50 for non-members.

Organizing and Managing a Library Instruction Program: Checklists (1979). Prepared by the ACRL Bibliographic Instruction Section's Continuing Education Committee. 32p. $3 for ACRL members, $4 for non-members.

Petals Around a Rose: Abstract Reasoning and Bibliographic Instruction (1981). Paper presented by Cerise Oberman in the Program "Learning Theory in Action: Applications in Bibliographic Instruction." Sponsored by the Bibliographic Instruction Section and the Community and Junior College Libraries Section's Instruction and Use Committee, ACRL. 23p. $4 for ACRL members, $5 for non-members.

Problems With Evaluating Library Instruction (1976). Panel discussion from the 6th Annual Conference on Library Orientation for Academic Libraries, Eastern Michigan University. Audio-cassette. 60 minutes. $6.50.

Toward Guidelines for Bibliographic Instruction in Academic Libraries. (C&RL News, May 1975). Pgs. 137-139. ACRL, BI Task Force.

BIBLIOGRAPHIC INSTRUCTION SECTION

ALPHABETICAL LISTING OF OFFICERS AND COMMITTEE MEMBERS, 1987-1988

AHMAD, Carol F. (Conference Program Planning, New Orleans, 1988).

ALLEN, Nancy H. (Computer Concerns).

ALLEN, Pat (Local Arrangements, New Orleans).

ARIEL, Joan (Communication).

ARNOTT, Patricia D. (Members-at-Large).

ARP, Lori (Conference Program Planning, Dallas 1989; Intern, Research).

BAKER, Betsy (Past Chair; Chair, Miriam Dudley BI Librarian of the Year Award).

BARRINGER, Sallie H. (Co-Chair, Local Arrangements, San Antonio).

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COURTOIS, Martin P. (Policy).

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DAVIS, Louella (Research).

DEDONATO, Ree (Planning).

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FARBER, Evan (Policy).

FARLEY, Laine (Conference Program Planning, Dallas 1989).

FATZER, Jill (Nominating Committee 1988).

FORMAN, Jack (Planning).

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KENNEY, Donald J. (Miriam Dudley BI Librarian of the Year Award).

KENYON, Sharmon H. (Clearinghouse).

KING, David N. (Vice-Chair/Chair-Elect).

KIRK, Thomas (Miriam Dudley BI Librarian of the Year Award).

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MARTIN, J. David (Planning).

MARTIN, James R. (Policy).

MELTZER, Ellen J. (Chair, Education for BI).

MENSCHING, Teresa Bungard (Ex-Officio, Clearinghouse).

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SAGER, Harvey M. (Chair, Conference Program Planning Dallas 1989; Planning).

SAGER, Rochelle (Chair, Planning).

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WITTKOPF, Barbara (Chair; Miriam Dudley BI Librarian of the Year Award).

WORTZEL, Murray N. (Preconference Program).

WRIGHT, Joyce C. (Clearinghouse).

WYGANT, Alice (Continuing Education).

YEE, Sandra G. (Chair, Research).

YOUNG, Judith E. (Intern, Clearinghouse).